



DEPARTMENT OF THE TREASURY
FINANCIAL CRIMES ENFORCEMENT NETWORK

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENTNUMBER : FINCN/03- 008KRH

OPENING DATE : 01/22/2003

CLOSING DATE : 02/21/2003

POSITION : Financial Analyst

SERIES AND GRADE : GS-0501-9/11 (FPL: GS-12)

NUMBER OF VACANCIES : One

SALARY RANGE : \$39,597 - \$62,287 per annum

ORGANIZATION : Department of the Treasury
Financial Crimes Enforcement Network
Office of Management

DUTY STATION : Vienna, Virginia

APPLICATIONS WILL
BE ACCEPTED FROM : Present and former Federal employees
with competitive status within the
Washington, D.C. commuting area.

SUMMARY OF DUTIES: Employee serves as a Financial Analyst in the Financial Management Section of the Office of Management in the Financial Crimes Enforcement Network (FinCEN). Employee performs accounting, budget, and related financial management functions. These functions include analyzing and reviewing accounting and budgeting data, reconciling data from different sources, recording transactions, and generating reports and summaries to meet current and longer-range objectives. FinCEN is a bureau of the U.S. Treasury Department that conducts database analyses to detect and prevent against money laundering in support of terrorism and organized crime. Financial management activities are critical to the conduct of FinCEN's critical mission.

SUMMARY OF QUALIFICATION REQUIREMENTS: Applicants must have one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: For GS-09: Master's or equivalent graduate degree or two full years of progressively higher level graduate education leading to such a degree, or LL.B. or J.D., if related. For GS-11: PH.D. or equivalent doctoral degree or three full years of progressively higher level graduate education leading to such a degree, or LL.M., if related.

TIME-IN-GRADE REQUIREMENT: Applicants must have 52 weeks of Federal service equivalent to the next lower grade level. Applicants must meet time-in-grade and qualification requirements within 60 days from the closing date of this announcement.

APPLICANTS WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:

For GS-09

1. Professional knowledge of and skill in applying accounting concepts, principles, and methods. (Applicants must describe their education and experience relative to performing accounting functions).
2. Experience that provided knowledge of the practices and principles related to the organizational budgeting processes. (Applicants must describe their experience in performing duties related to formulation and execution of a budget or operating plan.)
3. Ability to deal effectively with program managers and administrative staff in developing information and resolving discrepancies. (Applicants must describe their experience in dealing with officials concerning financial management activities.)
4. Ability to prepare narrative and statistical summaries of financial management activities. (Applicants must address the types of relevant narrative and statistical summaries they have prepared.)

For GS-11

1. Professional knowledge of and skill in applying accounting concepts, principles, and methods. (Applicants must describe their education and experience relative to performing accounting functions).
2. Experience that provided knowledge of the practices and principles related to the Federal budget process. (Applicants must describe their experience in performing duties related to formulation and execution of a budget or operating plan.)
3. Ability to deal effectively with program managers and administrative staff in developing information and resolving discrepancies. (Applicants must describe their experience in dealing with officials concerning financial management activities.)
4. Ability to prepare narrative and statistical summaries of financial management activities. (Applicants must address the types of relevant narrative and statistical summaries they have prepared.)

Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS OF THIS VACANCY:

Background Investigation: This position is a sensitive position and the tentative selectee must undergo and successfully complete a background investigation as a condition of placement/retention in the position.

Drug Screening: The position that may be filled under this announcement has been identified as a Testing Designated Position under the U.S. Customs Service, Drug-Free Workplace Program. Satisfactory completion of the drug test is a condition of placement and/or

employment in the position and incumbents of this position are, thereafter, subject to Random Drug Screening.

Other Information:

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility (RIF notice or certificate of expected separation or other agency certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated against each primary criterion.

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the continental United States.

Eligible displaced employees of the District of Columbia Department of Corrections who submit documentary evidence of eligibility (a RIF separation notice) and are found qualified will receive selection priority to positions throughout the continental United States.

All candidates **MUST** be a citizen of the United States and present proof of citizenship, if selected.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under Selective Service law, if selected.

All Financial Crimes Enforcement Network employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.

No Relocation Expenses will be paid.

This position has promotion potentials to the GS-12

Financial Crimes Enforcement Network (FinCEN) employees **MUST** include the OF 612 "Optional Application for Federal Employment" or resume. To receive full consideration for this position, employees should address the evaluation criteria on plain bond paper and submit a copy of their current performance appraisal.

All other applicants **MUST** submit a copy of the OF-612 "Optional Application for Federal Employment" or resume and a copy of their college transcript, **AND** provide a copy of their most recent SF-50 "Notification of Personnel Action" or equivalent proof of current or prior competitive status. To receive full consideration for this position, applicants should address the evaluation criteria on plain bond paper and submit a copy of their most recent performance appraisal.

To obtain a copy of the OF 612 "Optional Application for Federal Employment", log onto www.usajobs.opm.gov/OF612.htm.

SUBMIT APPLICATION MATERIALS TO:

Application materials **must** be mailed to:

**Financial Crimes Enforcement Network
Human Resources**

Vacancy Announcement: FINCN/03-000KRH
P.O. Box 39
Vienna, VA 22183-0039

For additional copies of this Vacancy Announcement, please call: 1-800-944-7725.

For additional information, please call Eileen Brown (703) 905-3710. TDD (703) 905-3839

NOTES: All application materials **MUST** be sent to the mailing address shown. All materials and the envelope **MUST** include the vacancy announcement number. There may be delays in the receipt and processing of improperly addressed correspondence. FAX documents cannot be accepted. Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting applications material using U.S. Government, "Official Use Only" postage and fees paid envelopes will not receive consideration under the vacancy announcement. Applications will become part of the vacancy announcement case file and will not be returned to the applicant. Acknowledgment of receipt will be sent to all applicants.

The Financial Crimes Enforcement Network (FinCEN) provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

The Financial Crimes Enforcement Network (FinCEN) is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.